**KINDERGARTEN - EARLY STAGE 1**

All skills listed should be introduced.

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| **BASIC COMPUTER**  **SKILLS** | **WORD PROCESSING**  **SKILLS** |
| **A. Identify computer-based technologies**  Keyboard & mouse  Monitor  Printer  Hard drive  Floppy drive  CD ROM  Digital camera  Laptop  **B. Care and appropriate use of computer-based technologies**  Move mouse  Click mouse  Double click mouse  Identify letters on keyboard  Use special keys eg Enter  Use CD ROM  Access and exit software  Print files  Turn Computer on/off  **C. Understand computer-based**  **terms**  Cursor  Software/Hardware  Internet  Menu  Open/Close program | **A. Create, open, close and save a document**  Use pull down menus  Open file  Close file  Use Save and Save as  **B. Enter and modify text**  Enter text  Delete text (letters, words)  **C. Print documents**  Print whole document  **E. Add graphics**  Insert clipart |

**KINDERGARTEN - EARLY STAGE 1**

All skills listed should be introduced.

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| **INTERNET AND EMAIL SKILLS** | **MULTIMEDIA SKILLS** | **ETHICAL SKILLS** |
| **A. Understand and use INTERNET**  Open web browser  Find a specific location from school website.  Use back, forward, home | **A. Use a draw/paint program**  Identify tool bar  Use a variety of tools eg fill  Use colour palate  Delete an object  Print a drawing  Save as a picture file  **C. Use peripherals**  Use Video Camera  Use Digital Camera | **A. Shows appropriate ethical conduct**  Follows Crown St Public School  Computer Policy  Uses computer-based  technologies appropriately |

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| **GRADE LEVEL PROJECT/ACTIVITIES:**  Can produce a simple drawing or plan.  Can produce work combining text and pictures.  Can start and shutdown the computer.  Can explain how they produced their work.  Can point, click and drag using the mouse.  Can use arrow keys.  Can use drawing tools to make simple pictures.  Can record a simple message, on video tape.  Can access the Internet  **WORK SAMPLES:**  1. Video Recording - Personal Intro.  2. Computer Drawing with name.  3. Drawing of computer - teacher labeled.  4.Computer drawing illustrating a sentence  5. Digital Photograph  **SOFTWARE:**  1. KidPix 2. Phonics Alive 3. Maths Blaster 4. Kidspiration  5. Magic School Bus 6.. Microsoft Office, Word, Excel 7. Millie’s Maths House  8. Circus Maths |

**YEAR 1 - STAGE 1**

Skills marked with (I) should be introduced.

Skills marked with asterisk *® in italics* should be reinforced.

Other skills listed are used independently by Year 1 students.

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| **BASIC COMPUTER**  **SKILLS** | **WORD PROCESSING**  **SKILLS** |
| **A. Identify computer-based technologies**  *®Keyboard & mouse*  *®Monitor*  *®Printer*  *®Hard drive*  *®Floppy drive*  *®Laptop*  *®CD ROM*  *®Digital camera*  **B. Care and appropriate use of computer-based technologies**  Move mouse  Click mouse  Double click mouse  *®Identify letters on keyboard*  *®Use special keys eg Enter*  *®Use CD ROM*  *®Turn computer on/off*  *®Access and exit software*  *®Print files*  (I)Manage files (save, open)  **C. Understand computer-**  **based terms**  Cursor  *®Software/Hardware*  *®Internet*  *®Menu*  *®Open/Close program*  (I)File  (I)Save file  (I)Edit file | **A. Create, open, close and save a document**  *®Use pull down menus*  *®Open file*  *®Close file*  *®*Use save and save as  **B. Enter and modify text**  *®Enter text*  *®Delete text (letters, words)*  (I)Copy text  (I)Paste text  (I)Select text  (I)Change font style eg bold  (I)Change font size eg size 26  **C. Print documents**  *®Print whole document*  **E. Add graphics**  *®Insert clipart*  (I)Use WordArt |

**YEAR 1 - STAGE 1**

Skills marked with (I) should be introduced.

Skills marked with asterisk *® in italics* should be reinforced.

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| **INTERNET AND EMAIL SKILLS** | **MULTIMEDIA SKILLS** | **ETHICAL SKILLS** |
| **A. Understand and use School Internet Site**  *®Open web browser*  *®Find a specific location*  *®Use back, forward, home*  *®Open school internet site* | **A. Use a draw/paint program**  *®Identify tool bar*  *®Use a variety of tools eg fill*  *®Use colour palate*  *®Delete an object*  *®Print a drawing*  *®Save as a picture file*  **B. Use peripherals**  *(I)* *Use Video Camera*  *(I) Digital Camera* | **A. Shows appropriate ethical conduct**  *®Follows Crown St Public School*  *Computer Policy*  *®Uses computer-based*  *technologies appropriately* |

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| **GRADE LEVEL PROJECT/ACTIVITIES:**  Prepares simple plans showing how to present information.  Makes a sign, card or poster combining colour, shape and printed message.  Compares a piece of work with original plans.  Can follow a series of instructions when using a program.  Uses drawing tools to compose a picture.  Can insert and remove a CD. Rom.  Uses selected internet Sites  Adds Sounds to pictures  **WORK SAMPLES:**  1. Series of Computer Drawings labeled and named.  2. Slideshow Using KidPix.  3. Digital photo with simple sentence in Microsoft Word.  4. Story sequence using Kidspiration  **SOFTWARE:**  1. KidPix 2. Phonics Alive 3. Maths Blaster 4. Kidspiration  5. Magic School Bus 6.. Microsoft Office, Word, Excel 7. Millie’s Maths House  8. Circus Maths |
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**YEAR 2 - STAGE 1**

Skills marked with (I) should be introduced.

Skills marked with asterisk *® in italics* should be reinforced.

All other skills listed are used independently by Year 2 students.

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| **BASIC COMPUTER**  **SKILLS** | **WORD PROCESSING**  **SKILLS** |
| **A. Identify computer-based technologies**  *®Keyboard & mouse*  *®Monitor*  *®Printer*  *®Hard drive*  *®Floppy drive*  (I)Create new file  *®CD ROM*  *®Digital camera*  *®Laptop*  **B. Care and appropriate use of computer-based technologies**  Move mouse  Click mouse  Double click mouse  *®Identify letters on keyboard*  *®Use special keys eg Enter*  *®Manage files (save, open)*  *®Use CD ROM*  *®Turn computer on/off*  *®Access and exit software*  *®Print files*  **C. Understand computer-based**  **terms**  Cursor  Software/Hardware  Internet/Intranet  Menu  Open/Close program  *®File*  *®Save file*  *®Edit file*  *®Network*  *®Directory*  *®Spreadsheet* | **A. Create, open, close and save a document**  *®Use pull down menus*  Open file  Close file  Use save and save as  (I)Create new file  **B. Enter and modify text**  Enter text  Delete text (letters, words)  *®Copy text*  *®Paste text*  *®Select text*  *®Change font style eg bold*  *®Change font size eg size 28*  **C. Print documents**  *®Print whole document*  **E. Add graphics**  *®Insert clipart*  *®Use WordArt* |

**YEAR 2 - STAGE 1**

Skills marked with (I) should be introduced.

Skills marked with asterisk *® in italics* should be reinforced.

All other skills listed are used independently by Year 2 students.

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| **INTERNET AND EMAIL SKILLS** | **MULTIMEDIA SKILLS** | **ETHICAL SKILLS** |
| **B. Understand and use world wide web**  Open a browser eg Netscape  Find a specific location  Use back, forward, home  **C. Understand and use School Internet Site**  Open School Internet Site  Find a specific location  Use back, forward, home  (I) Use Search Engines  (I)Use bookmark or favourite  (I)Use history location box | **A. Use a draw/paint program**  *®Identify tool bar*  *®Use a variety of tools eg fill*  *®Use colour palate*  *®Delete an object*  *®Print a drawing*  *®Save as a picture file*  (I)Resize an object  (I)Rotate an object  **B. Create a Slide show**  *(I)Insert a slide*  *(I)Add sound*  *(I)Add graphic*  *(I)Add a variety of transitions*  *(I)Show slideshow*  **C. Use peripherals**  *®Use digital camera*  *®Use Video camera* | **A. Shows appropriate ethical conduct**  *®Follows Crown St Public School*  *Computer Policy*  *®Uses computer-based*  *technologies appropriately*  (I)Uses computer netiquette |

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| **GRADE LEVEL PROJECT/ACTIVITIES:**  Prepares simple plans showing how to present information.  Makes a sign, card or poster combining colour, shape and printed message.  Compares a piece of work with original plans.  Can save work on a floppy disk.  Can highlight whole words and lines.  Can follow a series of instructions when using a program.  Uses drawing tools to compose a picture.  Can insert and remove a CD. Rom.  Uses selected internet Sites  Adds Sounds to pictures  Produces Multi- Media presentation using KidPix  **WORK SAMPLES:**  1. KidPix Slideshow  2. Publication of Text Type  3. Video of prepared speech/Kidspiration Templates  4. Graph using Excel  **SOFTWARE:**  1. KidPix 2. Phonics Alive 3. Maths Blaster 4. Kidspiration 5. Magic School Bus  6.. Microsoft Office, Word, Excel |

**YEAR 3 - STAGE 2**

Skills marked with (I) should be introduced.

Skills marked with asterisk *® in italics* should be reinforced.

All other skills listed are used independently by Year 3 students.

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| **BASIC COMPUTER**  **SKILLS** | **WORD PROCESSING**  **SKILLS** | **SPREADSHEET SKILLS** |
| **A. Identify computer-based technologies**  Keyboard & mouse  Monitor  Printer  Hard drive  Floppy drive  CD ROM  Digital camera  (I)RAM  *®Laptop*  **B. Care and appropriate use of computer-based technologies**  Move mouse  Click mouse  Double click mouse  Identify letters on keyboard  Use special keys eg Enter  (I)Insert floppy disk  Use CD ROM  Turn computer on/off  Access and exit software  Print files  *®Manage files (save, open)*  (I)Choose a printer  **C. Understand computer-**  **based terms**  Cursor  Software/Hardware  Internet/Intranet  Menu  Open/Close program  File  Save file  Edit file  *®Network*  *®Directory*  (I)Spreadsheet  (I)Cell  (I)Row  (I)Column | **A. Create, open, close and save a document**  Use pull down menus  Open file  Close file  *®Create new file*  *®Use save and save as*  **B. Enter and modify text**  Enter text  Delete text (letters, words)  Copy text  Paste text  Select text  Change font style eg bold  Change font size eg size 26  (I)Use Undo and Redo  *(I)Text Wrap*  **C. Print documents**  *®Print whole document*  (I)Use print preview & zoom  (I)Print selected parts  **D. Format Documents**  (I)Change line spacing  (I)Select page orientation  **D. Add graphics**  Insert clipart  Use WordArt | **A. Create a spreadsheet**  (I) Understand uses of spreadsheets  (I)Enter data in appropriate  fields  (I)Name fields  **(I) Identify cell**  **B. Retrieve data**  *(I)*Create charts  (I)Print Spreadsheet |

**YEAR 3 - STAGE 2**

Skills marked with (I) should be introduced.

Skills marked with asterisk *® in italics* should be reinforced.

All other skills listed are used independently by Year 3 students.

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| **INTERNET AND EMAIL SKILLS** | **MULTIMEDIA SKILLS** | **ETHICAL SKILLS** |
| **B. Understand and use world wide web**  Use back, forward, home  Open School Website  *®Use Search Engines*  *®Open a browser eg Netscape*  *®Find a specific location*  *®*Use a search engine  *®*Use a bookmark or favourite  *®*Use history location box  (I)Copy and paste text  (I)Copy and paste pictures  (I)Save Pictures  (I)Identify useful information from  search | **A. Use a draw/paint program**  *®Identify tool bar*  *®Use a variety of tools eg fill*  *®Use colour palate*  *®Delete an object*  *®Print a drawing*  *®Resize an object*  *®Rotate an object*  *®Save as a picture file*  **B. Create a slide show**  *®*Insert a slide  *®*Format design layout  *®*Add a graphic  *®*Add a sound  *®*Add a variety of transitions  *®*Show slide show  (I)Print slide show  **C. Use peripherals**  *®Use digital camera*  *®Use Video camera* | **A. Shows appropriate ethical conduct**  *®Follows Crown St Public School*  *Computer Policy*  *®Uses computer-based*  *technologies appropriately*  *®Uses computer netiquette*  (I)Obeys copyright laws |

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| **GRADE LEVEL PROJECT/ACTIVITIES:**  Plans steps to collect data and produce information for specific purpose.  Can produce own text and graphics on computer using suitable programs and techniques.  Uses selected internet sites for Research.  Uses pull down menus.  Uses tool bar in drawing program.  Can import graphics.  Locates program or folder.  Produces Multi- Media presentation using KidPix  Produces simple graphs and spreadsheets.  **WORK SAMPLES:**  1. Complete HSIE Webquest/internet Scaffold  2. Publish Narrative Text Type, using Kidspiration.  3. Video of prepared speech/PowerPoint Presentation Whole Class  4. Digital photographs of Friend and brief biog.  **SOFTWARE:**  1. Kidspiration 2. KidPix 3. Microsoft Word, Microsoft Excel, Powerpoint 4. Maths Blaster  5. Magic School Bus 7. Thinking Things 8. Circus Maths |

**YEAR 4 - STAGE 2**

Skills marked with (I) should be introduced.

Skills marked with asterisk *® in italics* should be reinforced.

All other skills listed are used independently by Year 4 students.

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| **BASIC COMPUTER**  **SKILLS** | **WORD PROCESSING**  **SKILLS** | **SPREADSHEET SKILLS** |
| **A. Identify computer-based technologies**  Keyboard & mouse  Monitor  Printer  Hard drive  Floppy drive  CD ROM  Digital camera  *®RAM*  Laptop  **B. Care and appropriate use**  **of computer-based**  **technologies**  Move mouse  Click mouse  Double click mouse  Identify letters on keyboard  Use special keys eg Enter  Use CD ROM  Turn computer on/off  Access and exit software  Print files  Manage files (save, open)  *®Choose a printer*  *®*Insert floppy disk  **C. Understand computer-**  **based terms**  Cursor  Software/Hardware  Internet  Menu  Open/Close program  File  Save file  Edit file  *®Directory*  *®Network*  *®Spreadsheet*  *®Cell*  *®Row*  *®Column* | **A. Create, open, close and save a document**  Use pull down menus  Open file  Close file  Create new file  Use save and save as  **B. Enter and modify text**  Enter text  Delete text (letters, words)  Copy text  Paste text  Select text  Change font style eg bold  Change font size eg size 26  *®Use Text wrap*  *®Use Undo and Redo*  (I)Use spell checker  (I)Use grammar checker  (I)Use thesaurus  (I)Use find and replace  (I)Change text justification  **C. Print documents**  *®Print whole document*  *®Use print preview*  *®Use print preview and zoom*  **D. Format documents**  *®Change line spacing*  ®Select page orientation  **E. Add graphics**  Insert clipart  (I)Insert file from floppy disk  Use WordArt | **A. Create a spreadsheet**  *®Enter and edit data in appropriate*  *fields*  *®Understands use of spreadsheet*  *®Identify cell*  *®Enter labels in cell*  *®Enter numbers in cell*  **B. Retrieve data**  *®Create charts* |

**YEAR 4 - STAGE 2**

Skills marked with (I) should be introduced.

Skills marked with asterisk *® in italics* should be reinforced.

All other skills listed are used independently by Year 4 students.

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| **INTERNET AND EMAIL SKILLS** | **MULTIMEDIA SKILLS** | **ETHICAL SKILLS** |
| **A. Understand and use email**  (I)Open mail program eg EPALS  (I)Read a message  (I)Send a message  (I)Reply to a message  **B. Understand and use world**  **wide web**  Open a browser eg Netscape  Find a specific location  Use back, forward, home  *®Use a bookmark or favourite*  *®Use history location box*  *®Use a search engine*  *®Copy and paste text*  *®Copy and paste pictures*  *®Save pictures*  *®*Identify information from search  (I)Broaden a search term  (I)Narrow a search term  (I)Take notes from search  (I)Cite electronic sources  **C. Understand and produce a**  **webpage**  (I)Edit page  (I)Insert digital images to page  (I)Save page as **html**  (I)Save page to desktop  (I)Use **ftp** command to upload  page | **A. Use a draw/paint program**  Identify tool bar  Use a variety of tools eg fill  Use colour palate  Delete an object  Print a drawing  *®Resize an object*  *®Rotate an object*  (I)Insert own drawing into  document  (I)Save as a picture file  **B. Create a slide show**  Insert a slide  Format design layout  Add a graphic  Add a sound  Add a variety of transitions  Show slide show  Print slide show  **C. Use peripherals**  Use digital camera  *®Video Camera* | **A. Shows appropriate ethical conduct**  Follows Crown St Public School  Computer Policy  Uses computer-based  technologies appropriately  *®Uses computer netiquette*  *®Obeys copyright laws*  (I)Uses network services in a  considerate and responsible  manner |

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| **GRADE LEVEL PROJECT/ACTIVITIES:**  Plans steps to collect data and produce information for specific purpose.  Can produce own text and graphics on computer using suitable programs and techniques.  Considers presentation and suitability of their information for intended purpose.  Uses selected internet sites for Research.  Uses pull down menus.  Uses tool bar in drawing program.  Can import graphics.  Locates program or folder on open desktop.  Can highlight text when formatting.  Uses CD Rom to find information.  Produces Multi- Media presentation using Kidz Pics  Produces simple graphs and spreadsheets.  **WORK SAMPLES:**  1. Slideshow including sounds and transitions. 2. Webpage  3. Excel graph 4. Publication of Text type 4. 3-D Shapes  **SOFTWARE**  1. Inspiration 2. KidPix 3. Maths Blaster 4. Magic School Bus 5. Microsoft Office  6. Word, Excel,Powerpoint 7. Zap Science 8. Thinking Things |

**YEAR 5 - STAGE 3**

Students in Year 5 should be Independent Users of most skills.

Skills marked with (I) should be introduced.

Skills marked with asterisk *® in italics* should be reinforced.

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| **BASIC COMPUTER**  **SKILLS** | **WORD PROCESSING**  **SKILLS** | **DATABASE AND SPREADSHEET SKILLS** |
| **A. Identify computer-based technologies**  Keyboard & mouse  Monitor  Printer  Hard drive  Floppy drive  CD ROM  Digital camera  Scanner  Laptop  RAM  **B. Care and appropriate use**  **of computer-based**  **technologies**  Move mouse  Click mouse  Double click mouse  Identify letters on keyboard  Use special keys eg Enter  Insert floppy disk  Use CD ROM  Turn computer on/off  Access and exit software  Print files  Manage files (save, open)  Choose a printer  **C. Understand computer-**  **based terms**  Cursor  Software/Hardware  Internet  Menu  Open/Close program  File  Save file  Edit file  Network  Directory  Spreadsheet  *®Cell*  *®Row*  *®Column* | **A. Create, open, close and save a document**  Use pull down menus  Use save and save as  Open file  Close file  Create new file  **B. Enter and modify text**  Enter text  Delete text (letters, words)  Copy text  Paste text  Select text  Change font style eg bold  Change font size eg size 26  Use Text wrap  Use Undo and Redo  *®Use spell checker*  *®Use grammar checker*  *®Use thesaurus*  *®Use find and replace*  *®Change text justification*  **C. Print documents**  Print whole document  *®Use print preview & zoom*  *®Print selected parts*  **D. Format documents**  Change line spacing  Select page orientation  (I)*Change margins*  (I)*Indent text*  (I)*Use a header*  (I)*Use a footer*  (I)*Use a footer with page number*  **E. Add graphics**  Insert clipart  *®Insert file from floppy disk*  Use WordArt  **F. Change layout**  (I)Use columns  (I)Use tables  (I)Use document wizards | **A. Create a spreadsheet**  Enter and edit data in appropriate  fields  Understands use of spreadsheet  Identify cell  Enter labels in cell  Enter numbers in cell  (I)Identify the formula bar  (I)Use formulas  (I)Change column width  (I)Change row height  (I)Insert a row  (I)Insert a column  **B. Retrieve data**  (I)Sort data  Create charts  Print spreadsheet C. Understand use of a database (I)Use database for research  (I)Understand terms such as field  B. Create a database  (I)Enter and edit data in appropriate fields  (I)Name fields C. Retrieve data (I)Sort data  (I)Create charts  (I)Print database |

**YEAR 5 - STAGE 3**

Students in Year 5 should be Independent Users of most skills.

Skills marked with (I) should be introduced.

Skills marked with asterisk *® in italics* should be reinforced.

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| **INTERNET AND EMAIL SKILLS** | **MULTIMEDIA SKILLS** | **ETHICAL SKILLS** |
| **A. Understand and use email**  *®Open mail program eg EPALS*  *®Read a message*  *®Send a message*  *®Reply to a message*  (I)Use address book  (I)Know email address  (I)Print a message  **B. Understand and use world**  **wide web**  Open a browser eg Netscape  Find a specific location  Use back, forward, home  Use a bookmark or favourite  Use history location box  Use a search engine  Identify information from search  Copy and paste text  Copy and paste pictures  Save pictures  *®Broaden a search term*  *®Narrow a search term*  *®Take notes from search*  *®Cite electronic sources*  **C. Understand and produce a**  **webpage**  *®*Edit page  *®*Insert digital images to page  *®*Save page as **html**  *®*Save page to desktop  *®*Use **ftp** command to upload  page | **A. Use a draw/paint program**  Identify tool bar  Use a variety of tools eg fill  Use colour palate  Rotate an object  Delete an object  Print a drawing  Resize an object  Save as a picture file  *®Insert own drawing into*  *document*  **B. Create a slide show**  Insert a slide  Format design layout  Add a graphic  Add a sound  Add a variety of transitions  Show slide show  *®Print slide show*  (I)Add a video clip  **C. Use peripherals**  Use digital camera  (I)Scan images/photographs  Use video camera | **A. Shows appropriate ethical conduct**  Follows Crown St Public School  Computer Policy  Uses computer-based  technologies appropriately  *®Uses computer netiquette*  *®Obeys copyright laws*  *®Uses network services in a*  *considerate and responsible r*  *manner* |

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| **GRADE LEVEL PROJECT/ACTIVITIES:**  Can prepare designs and justify their choices.  Follows design plans and uses a variety of techniques to present information.  Assesses the quality of their information products.  Can open and save to any location in the computer.  Can edit and format documents using a range of techniques.  Chooses appropriate programs for intended purpose.  Uses CD Rom to find specific information.  Produces Multi- Media presentation using PowerPoint  Uses Internet Search Engines  **WORK SAMPLES:**  1. Webpage 2. ePortfolio 3. Autobiography 4. Database 5. Digital Photography and manipulation.  6. Publication of Text Type. 7. Excel Chart  **SOFTWARE:**  1. Inspiration 2. Maths Blaster 3. Carmen Sandiego 4. Zoombinis 5. Microsoft Office Word, Publisher Excel Powerpoint, Frontpage, 6. Access 7. KidPix 8. Zap – Science |

**YEAR 6 - STAGE 3**

Students in Year 6 should be Independent Users.

Skills marked with ® *in italics* should be reinforced*.*

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| **BASIC COMPUTER**  **SKILLS** | **WORD PROCESSING**  **SKILLS** | **DATABASE AND SPREADSHEET SKILLS** |
| **A. Identify computer-based technologies**  Keyboard & mouse  Monitor  Printer  Hard drive  CD ROM  Digital camera  Scanner  Laptop  RAM  Floppy drive  **B. Care and appropriate use**  **of computer-based**  **technologies**  Move mouse  Click mouse  Double click mouse  Identify letters on keyboard  Use special keys eg Enter  Insert floppy disk  Use CD ROM  Turn computer on/off  Access and exit software  Print files  Manage files (save, open)  Choose a printer  **C. Understand computer-based terms**  Cursor  Software/Hardware  Internet  Menu  Open/Close program  File  Save file  Edit file  Network  Directory  Spreadsheet  Cell  Row  Column | **A. Create, open, close and save a document**  Use pull down menus  Open file  Close file  Create new file  Use save and save as  **B. Enter and modify text**  Enter text  Delete text (letters, words)  Copy text  Paste text  Select text  Change font style eg bold  Change font size eg size 26  Change text justification  Use text wrap  Use Undo and Redo  Use spell checker  Use grammar checker  Use thesaurus  Use find and replace  **C. Print documents**  Print whole document  Print selected parts  Use print preview & zoom  **D. Format documents**  Change line spacing  Select page orientation  *®Change margins*  *®Indent text*  *®Use a header*  *®Use a footer*  *®Use a footer with page number*  **E. Add graphics**  Insert clipart  Insert file from floppy disk  Use WordArt  **F. Change layout**  *®Use columns*  *®Use tables*  *®Use document wizards* | **A. Create a spreadsheet**  Enter and edit data in appropriate  fields  Understands use of spreadsheet  Identify cell  Enter labels in cell  Enter numbers in cell  *®Identify the formula bar*  *®Use formulas*  *®Change column width*  *®Change row height*  *®Insert a row*  *®Insert a column*  **B. Retrieve data**  *®Sort data*  Create charts  Print spreadsheets  **C. Understand use of a database**  ®Use database for research  ®Understand terms such as field D. Create a database ®Enter and edit data in appropriate fields  ®Name fields  **E. Retrieve data**  ®Sort data  ®Create charts  ®Print database |

**YEAR 6 - STAGE 3**

Students in Year 6 should be Independent Users.

Skills marked with *® in italics* should be reinforced.

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| **INTERNET AND EMAIL SKILLS** | **MULTIMEDIA SKILLS** | **ETHICAL SKILLS** |
| **A. Understand and use email**  Open mail program eg Yahoo  Read a message  Send a message  Reply to a message  *®Use address book*  *®Know email address*  *®Print a message*  **B. Understand and use world**  **wide web**  Open a browser eg Netscape  Find a specific location  Use back, forward, home  Use a bookmark or favourite  Use history location box  Use a search engine  Identify information from search  Broaden a search term  Narrow a search term  Take notes from search  Cite electronic sources  *®Save page as html*  **C. Understand and produce a**  **webpage**  Edit page  Insert digital images to page  Save page as **html**  Save page to desktop  Use **ftp** command to upload  page | **A. Use a draw/paint program**  Identify tool bar  Use a variety of tools eg fill  Use colour palate  Delete an object  Print a drawing  Resize an object  Rotate an object  Save as a picture file  Insert own drawing into document  **B. Create a slide show**  Insert a slide  Format design layout  Add a graphic  Add a sound  Add a variety of transitions  Show slide show  Print slide show  *®Add a video clip*  **C. Use peripherals**  Use digital camera  *®Scan images/photographs*  *®Use video camera* | **A. Shows appropriate ethical conduct**  Follows Crown St Public School  Computer Policy  Uses computer-based  technologies appropriately  Uses computer netiquette  Obeys copyright laws  Uses network services in a  considerate and responsible  manner |
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| **GRADE LEVEL PROJECT/ACTIVITIES:**  Can prepare designs and justify their choices.  Follows design plans and uses a variety of techniques to present information.  Assesses the quality of their information products.  Can open and save to any location in the computer.  Can edit and format documents using a range of techniques.  Chooses appropriate programs for intended purpose.  Uses CD Rom to find specific information.  Produces Multi- Media presentation using PowerPoint  Uses Internet Search Engines  **WORK SAMPLES:**  1. ePortfolio 2. Published Writing 3. Biography 4. Graph 5. PowerPoint Presentation  6. Database 7. Digital Photography – Photo manipulation 8. Excel Chart  **SOFTWARE:**  1. Inspiration 2. Maths Blaster 3. Carmen Sandiego 4. Zoombinis 5. Microsoft Office Word, Publisher, Excel Powerpoint, Frontpage, 6. Access 7. KidPix 8. Zap Science 9 Thinking Things |

**References**

Computer Technology Checklist VT <http://www.virtualteacher.com.au/comfilm1/ITdevelop.html>

Gosford Public School Scope and Sequence, <http://www.schools.ash.org.au/murrumba/1_7/index.h>

Mountain Brook City Schools <http://www.mtnbrook.k12.al.us/ss/ss.htm>